



## DEPARTMENT OF PLANNING

### REZONING SUBMITTAL REQUIREMENTS

**PRE-APPLICATION CONFERENCE:** A pre-application conference with a representative from the Department of Planning is required before submitting an application. It is the responsibility of the applicant to schedule the pre-application conference by submitting a completed Pre-Application Conference Request form. See Planning Commission Meeting Schedule for pre-application conference and submittal closings dates.

**PRE-APPLICATION SUBMITTAL CHECKLIST:** A Submittal Checklist with an **original signature** by the planner conducting the Pre-Application Conference is required.

**APPLICATION/PETITION FORM:** A completed Application/Petition Form is required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner: An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Rezoning is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Rezoning application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Rezoning.

**DEED & LEGAL DESCRIPTION:** In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. A hard copy of the legal description must also be provided.

**JUSTIFICATION LETTER:** A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required.

**FEES:** \$700 plus \$500 for notification and advertising costs.

**DINA (SB 191) and/or PROJECT OF REGIONAL SIGNIFICANCE:** If applicable, an Environmental Impact Assessment statement will be required.

**STATEMENT OF FINANCIAL INTEREST:** A completed Statement of Financial Interest is required.